

Aberdeen School District No. 5

2014-15

Harbor High School

A Title 1 Schoolwide Program

Student / Family Handbook



300 North Williams
Aberdeen, WA 98520
(360) 538-2180 Phone
(360) 538-2183 Fax

www.asd5.org

Derek Cook, Principal

To Our Students and Families,

On behalf of the staff at Harbor High School, I would like to welcome you to what promises to be a great school year. We are glad that you have chosen to attend our school and we are looking forward to working with you.

Our focus at Harbor High School is to provide an environment where each member of our diverse learning family is treated with respect and fairness. We believe that all students are capable of doing high quality work and to support that belief we have developed learning, teaching, and grading practices that foster quality work. We are also dedicated to improvement in every area of our school and constantly review our performance as a school. We believe that students work best in an environment that fosters rigorous lessons and quality relationships with staff and other students.

This Student/Family Handbook is prepared to provide each student and family with information regarding general procedures, schedules, and requirements. Please take the time to review it and become familiar with its contents.

As a student, you will be responsible for being aware of the information contained in this handbook and respecting the expectations of our school. Respect is what we base everything we do here on. Respect yourself, respect others, and respect this school. You will find the program and the people here suited to your needs.

As a family member, if you have any questions, suggestions or needs, please let me know. We are a Title 1 Schoolwide Program that will insure that your child will always have an opportunity to obtain their education. We are here to support their educational goals and dreams.

We liken ourselves to a larger family here at Harbor High School. Because of that, we will give our best every day, for every student. I want to conclude by saying, Welcome to our Family- No Dragon Stands Alone.

Sincerely,

Derek Cook
Principal

Harbor High School
A Title 1 School-wide Program

School/Family/Community Partnership Policy

MISSION STATEMENT

Harbor High School, a Title 1 Schoolwide Program, is dedicated to preparing our students to become...

Responsible Citizens
Lifelong Learners
Effective Planners
Successful Workers

WE BELIEVE THAT...

- Students learn in a variety of ways – all students can achieve at high levels
- Achievement can be measured in various ways
- There should be no barriers for a student to earn an education
- Mutual respect and trust is essential for students to learn
- Students need support and mentorship to be healthy and well adjusted
- Families are essential partners for student success
- Our community is a valuable partner for student success

FAMILIES ARE...

- Valued by us
- Encouraged to participate in our student/family activities
- Partners in supporting the student in reaching his/her goals
- Essential to helping students be healthy and well adjusted

OUR COMMUNITY...

- Is a valuable educational resource to our students and staff
- Supports our programs and services in many ways
- Cares about the future of our students

At Harbor High School, staff, families, friends and the community work together to help our students become caring and responsible adult members of our community.



Harbor High School

2014-15

Daily Schedule

<u>Teacher Access</u>	7:25 -8:10
<u>1st Wave</u>	8:05 – 9:00
<u>2nd Wave</u>	9:05 – 9:55
<u>Break</u>	9:55 – 10:05
<u>Advisory</u>	10:05 – 10:35
<u>3rd Wave</u>	10:40 – 11:30
<u>Lunch</u>	11:30 – 12:00
<u>4th Wave</u>	12:05 – 12:55
<u>5th Wave</u>	1:00 -1:50
<u>6th Wave</u>	1:55 – 2:45

Harbor High School

Late Start

2014-15

<u>Lunch</u>	11:30 – 12:00
<u>4th Wave</u>	12:05 – 12:55
<u>5th Wave</u>	1:00 -1:50
<u>6th Wave</u>	1:55 – 2:45

Harbor High School PD/Conference Schedule 2014-15

Family/Student Led Conferences and Learning Plan Reviews Schedule

Title 1 Annual Meeting and Learning Plan Reviews
September 3, 2014 7:30 – 3:00

Title 1 Annual Meeting and Family/Student Led Conferences

<u>November 6th, 2014</u>	Thursday	2:45 – 5:15
<u>November 7th, 2014</u>	Friday	11:30 – 3:15
<u>February 5th, 2015</u>	Thursday	2:45 – 5:15
<u>February 6th, 2015</u>	Friday	11:30 – 3:15
<u>April 16th, 2015</u>	Thursday	2:45 -5:15
<u>April 17th, 2015</u>	Friday	11:30 – 3:15

2014-2015 Early Release Dates

<u>October 24th, 2014</u>	Friday	12:00 PM dismissal
<u>November 20th, 2014</u>	Thursday	12:00 PM dismissal
<u>November 26, 2014</u>	Wednesday	12:00 PM dismissal
<u>January 30th, 2015</u>	Friday	12:00 PM dismissal
<u>March 13th 2015</u>	Friday	12:00 PM dismissal
<u>March 27th, 2015</u>	Friday	12:00 PM dismissal
<u>June 19, 2015</u>	Friday	12:00 PM dismissal

2014-15 LID/TRI DAYS

<u>October 17, 2014 (LID)</u>	<u>February 13, 2015 (TRI)</u>
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2014-15 Collaboration Dates—12:40 Dismissal

<u>September 24, 2014</u>	<u>November 5, 2014</u>
<u>December 10, 2014</u>	<u>January 14, 2015</u>
<u>March 11, 2015</u>	<u>April 15, 2015</u>
<u>May 20, 2015</u>	<u>June 11, 2015</u>

2014 - 2015 Graduation Dates

<u>December 12th, 2014</u>	Friday	6:00 PM
<u>June 11th, 2015</u>	Thursday	6:00 PM

Student _____

Date _____

**2014-15
Harbor High School
A Title I School-wide Program
Student, Family and School Partnership Agreement**

Together we will help our students to become:

- | | |
|---|---|
| <input type="checkbox"/> Effective Planners | <input type="checkbox"/> Responsible Citizens |
| <input type="checkbox"/> Lifelong Learners | <input type="checkbox"/> Successful Workers |

As a school, Harbor High School will:

- Recognize individual learning styles.
- Provide individualized instruction.
- Promote the acquisition of personal management skills, conflict resolution skills, and foster responsible citizenship.
- Promote career development and post high school placements.
- Provide daily feedback on student progress and monthly progress reports to parents.
- Always provide an opportunity for a student to obtain an education.

As a student I will:

- ✓ Focus on my school plan. Meet with my advisor weekly and attend school regularly. Total of 30 hours of educational/instructional activities each week and a minimum of 33 points per week.
- ✓ Help make Harbor High a safe place for everyone. No drugs, alcohol, weapons or harassment.
- ✓ Solve problems in a responsible non-confrontive manner. Speak with respect and kindness.
- ✓ Help others achieve and ask for help when needed.
- ✓ **Follow the school rules. Please note: Once enrolled in Harbor High, visiting other schools during the school day is not permissible unless approved by the school.**

As a family member I will:

- Encourage regular attendance.
- Expect 30 hours of participation each week in educational activities and a minimum of 33 points.
- Attend our school's family activities.
- Support Harbor High's effort to be a safe place for everyone.
- Keep in contact with my child's advisor and review their high school plan/portfolio at Student/Family Conferences.

By working together your child will succeed, graduate and have a plan for the future.

Student

Interim Principal

Breaks

There are two breaks at Harbor High.

AM Break	9:55-10:05	Closed Campus	*Not past the alley.
Lunch	11:30-12:00	Open Campus	

Language

Harbor High School expects that your language will reflect your commitment to treat people with respect.

Tobacco

Smoking and chew is not allowed on Harbor High School Campus or parking lot by staff or students.

Students On Other School Campuses

No student is to be on another school campus during regular school hours or our school hours, unless they have approved official business or you are a shared student. If you must be on another campus, you must have a note from the Harbor High School Principal. When you arrive on another campus, you must go directly to the school office. If you do not have a note, you will be considered trespassing; the police may be called and you may be suspended from Harbor High School.

Off Limit Areas

The neighbor's property is off limits at all times. Enter and exit through front entrance. **Any** other doors are off limit.

Dress and Appearance

Students may express individuality in their dress and appearance; however, dress and appearance may not interfere with the educational process nor create safety hazards.

Students are not permitted to wear decorations or articles of clothing that are lewd; profane; or promote alcohol, tobacco or other drugs. Clothing and paraphernalia that is gang related (or commonly associated with gangs) or that endangers students and staff is prohibited.

While hats may be worn, they may not display any street names or monikers and must be free of tags and gang-related markings. Teachers make their own hat rules in their individual rooms.

Cell Phones

Students may have cell phones and pagers at school. They must remain silent during class time. Students who have telephones may use them during breaks. Under no circumstances are students allowed to make or receive telephone calls when class is in session. Please do not call our students during class time. If you have an emergency, please call our regular numbers and ask to speak to an adult. They will ask the nature of the emergency and make arrangements for the student to quickly receive a message.

Health Services

Hearing and vision screening is available upon request. Scoliosis screening is administered to 9th grade students annually.

Medications

Strict policies and procedures govern the administration of medication at school to students during school hours. If a student requires medication, notify the school nurse through the front office. The office does not stock any medications, only first aid supplies. Any medications that students need to take during the school day require written authorization from a physician and parent/guardian that must be kept on file. Medications must be sent in the original container labeled with the student name, name of medication, dosage, time of day to be taken and the doctor's name. Tylenol, aspirin, or any over the counter medication also requires written permission and must be kept in the office. The school nurse is on campus one day a week.

Food Service

Harbor High School has a food service program. On Campus breakfast is served Monday through Friday, 7:40-8:10AM and On Campus lunch is served Monday through Friday, 11:30-12:00. Free or reduced priced meals are available to students who qualify. Please contact the office for details and forms.

Lost and Found

Students who find lost articles are asked to take them to the office where the owner can claim them. Lost and/or stolen items should be reported to the office.

Accidents

Students injured during the school day are to report the accident immediately to the faculty member in charge. Accidents must be reported at the time of the injury.

Reporting Absences

At Harbor High School if a student is absent from school they will need to call the attendance line at 538-2181 and give their name, date and reason for their absence.

When returning to school after being absent, the student must explain an absence before checking into school. A student may not enter school until this is done. The following are valid excuses for absences:

- ✓ Illness/Medical Appointments
- ✓ Health condition
- ✓ Family emergency
- ✓ Religious purposes/Cultural
- ✓ Participation in school-approved activity
- ✓ Disciplinary action, which prevents a student from attending/Court
- ✓ Directly relates to homeless status
- ✓ Directly relates to Military deployment of parent/guardian

If a student is absent for 20 consecutive days, we are required by law to drop the student.

- 2013-2014 Harbor High School Code of Conduct
- Attendance
- Nondiscrimination Compliance
- The Family Educational Rights and Privacy Act (FERPA)
- Child Find Notice
- Assistance for Homeless Families
- Attendance Law
- Drug/Alcohol Policy
- Tobacco Free and Weapon Free Zone
- Cell Phone Policy
- Dress Code

Harbor High School
Code of Conduct

Respect is the cornerstone of all interactions and behaviors at Harbor High. We acknowledge the dignity and worth of one another, and strive never to diminish another by our conduct or our attitude. Harbor High is a community of learners which dedicates itself to the safety and well being of everyone. Behavior, which does not support the value of human dignity and respect, is not accepted.

The freedom that you enjoy as a student of Harbor High is based upon the belief that as young adults, your conduct will reflect the acceptance of personal and group responsibilities. However, the balance between freedom and accountability does require that rules do exist. By observance of these rules, all students and staff contribute to a positive environment by which we all can benefit.

The responsibility for your conduct belongs to you. Thus, the emphasis at Harbor High is on what you can do, not upon what you can't.

1. Do recognize and value that we are a diverse community, it is part of our mission to provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, color, national origin, creed, religion, sex, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, economic status, marital status, pregnancy, previous arrest (unless a clear and present danger exists) or previous incarceration. The district complies with all federal and state regulations and does not discriminate on the basis of these attributes or characteristics.
2. All Harbor High students and staff do have a right to work in an environment conducive to learning. Since drug, alcohol and tobacco use is illegal and interferes with both effective learning and the healthy development of children and teens, we have a fundamental legal and ethical obligation to prevent drug use in our building and to maintain a drug-free educational environment. A failure to do so will have consequences.

My advisor has discussed the Harbor High Code of Ethics/Conduct and I understand what is expected of me as a Harbor High Student.

Date: _____

Student Name (Print please) _____

Advisor Signature: _____

August 2014

Welcome to the 2013-2014 school year. I hope you all had a wonderful summer break.

Your child's attendance is very important. For all attendance calls and concerns, please call the Harbor High attendance lines at 538-2180 or 538-2181. If you are calling a student in sick, you may call this number at any time of the day or night and leave a message. It is very important that you let me know the date you are calling in for, and the student's name.

An underage student must have Parent/Guardian permission to leave the school grounds before the end of the school day. You may send a note, or give me a call on the attendance lines to allow your child to leave early.

School starts at 8:15 am and ends at 2:45 pm each day. Underage students are required to attend class until the 2:45 bell rings.

If you have any questions or concerns, please feel free to call me at 538-2180 or 538-2181. Thank you

Angie Scherff
Attendance

General Policies and Procedures

Nondiscrimination Compliance

The Aberdeen School District complied with all federal and state regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and/or Section 504/ADA Coordinator.

Title IX/RCW 28A.640 Officer: Anna Shanks
Address: 216 North G Street; Aberdeen, WA 98520
Telephone Number: (360) 538-2004

Section 504/ADA Coordinator: Jean Prochaska
Address: 216 North G Street; Aberdeen, WA 98520
Telephone Number: (360) 538-2017

Child Find Notice

Aberdeen and Cosmopolis School Districts are responsible for locating, evaluating, and identifying every student with any suspected disability (including students who attend private schools) who lives within the boundaries of the Aberdeen and Cosmopolis Schools and who is not currently receiving special education and related services.

Any child with a disability, from birth through age 21, may be eligible for special education and related services. For information about eligibility, please contact your neighborhood school or Aberdeen Special Services Department (538-2018) for further information.

This notice is intended to comply with the applicable requirements in WAC 392-172-100.

Assistance for Homeless Families

If your family lives in any of the following situations:

1. In a shelter, motel, vehicle, or campground.
2. On the street
3. In an abandoned building, trailer, or other inadequate accommodations, or

4. Doubled up with friends or relatives because you cannot find or afford housing

Then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Your children have the right to:

1. Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
2. Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
3. Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
4. Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
5. Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
6. Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
7. Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
8. Receive the same special programs and services, if needed, as provided to all other children served in these programs.
9. Receive transportation to school and to school programs.

When you move you should do the following:

1. Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
2. Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
3. Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

Local Area Contacts:

Heather Lawhead- 360-538-2253

State Coordinator: Melinda Dyer- 360-725-6050

If you need further assistance, call the National Center for Homeless Education at the toll-free Help Line number: 1-800-308-2145.

Attendance Law

Students and parents must be informed of the compulsory attendance law each year.

A student's parents or guardian will be informed in writing or by phone if the juvenile has 5 unexcused absences within any month during the school year.

The law permits a school to take one of the following actions after five or more unexcused absences:

1. Attendance officer may petition the juvenile court to assume jurisdiction for the purpose of alleging a violation of the compulsory attendance law by the parent.
2. A petition alleging a violation of the compulsory attendance law by a child may be filed with the juvenile court by the child's parent or the school attendance officer at the parent's request.

The law authorizes the court to order the child be given consequences by detention or alternatives to detention such as community service hours or participation in dropout prevention programs, or referral to a community truancy board if available.

Drug/Alcohol Policy

Federal Law requires that parents and students be notified in writing annually about the district discipline policy regarding drugs and alcohol. Ours is as follows:

- The use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
- No student shall consume or have in his possession any alcoholic beverage on any school grounds, or immediately prior to, or while engaged in, or scheduled to be engaged in, any school activity, or while on the way to, or from, school or a school activity, including visiting other school sites.
- Students under the influence, or in possession of drugs/alcohol illegally will be subject to the following actions:
 1. They will be removed from the class or activity where they will be isolated from others.
 2. The student's parent, guardians, or other designated responsible persons will be notified.

3. Law enforcement officials may be contacted and facts reported to them.
 4. Consequences: a) long-term suspension or suspension for the remainder of the semester or expulsion; or b) students who agree to a drug/alcohol assessment by a Drug/Alcohol Counselor to determine if a chemical problem exists, and who agree to follow the recommendations made by the assessment counselor during the follow-up conference, may be placed on a short-term suspension.
- Students taking prescribed medication must be able to produce a doctor's authorization if requested to do so.
 - Compliance with standards of conduct is mandatory.
 - Students are subject to a search of person and their belongings if there is a reasonable suspicion of possession of any illegal items.

Tobacco Free and Weapon Free Zone

The state legislature has passed laws making state schools both smoke (tobacco) free and gun (weapon) free zones. No individual, either student or adult is allowed to use tobacco products on school property. It is against the law for any individual under the age of 18 to smoke.

(Furthermore, state law prohibits any individual (except designated law enforcement officials) from possessing or using guns, look-alike guns or other weapons (including dangerous items of clothing or jewelry) on any school campus. Students who violate the weapon law face possible expulsion from Washington State Schools.

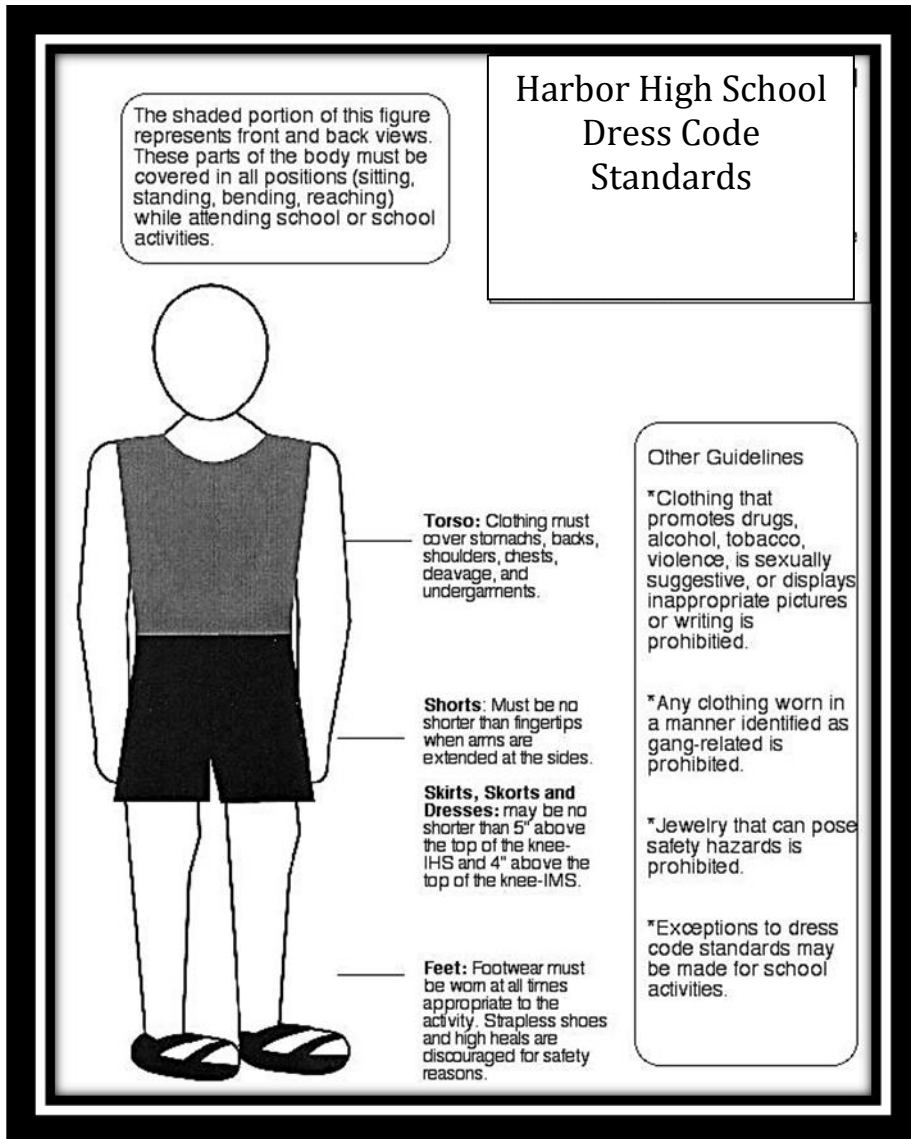
Cell phone policy

Cell phones are not to be used, or even visible during class time.

- You will be given a verbal warning the first time.
- The next incident with the phone will result in it being delivered to the office and you will have to retrieve it afterschool from the principal.
- Any further cell phone issues, the cell will be given back to your parents.
- Further incidents will result in disciplinary action.

Text messaging during class is not allowed. Taking pictures with your cell phone or electronic device is forbidden. This can land you in serious legal trouble. Transmitting inappropriate messages or images is not allowed and can also land you in serious trouble with the school, and law. If your phone is confiscated, the principal reserves the

right to search such devices. If there is a violation of school rules and if there is inappropriate materials or information, discipline consequences may be the result, and law enforcement may be contacted.



*****Please note*****

Due to the current trends of jeans and pants, any holes or rips above the knees are prohibited at Harbor High. You will be asked to change them or cover them up appropriately with tape provided.

Student Dress

Students' choices in matters of dress should be made in consultation with their parents. Student dress shall only be regulated when, in the judgement of the principal, there is a reasonable expectation that:

- A. A health or safety hazard shall be presented by the student's dress or appearance;
- B. Damage to school property shall result from the student's dress; or
- C. A material and substantial disruption of the educational process will result from the student's dress or appearance

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of obscene, sexual, drug or alcohol related messages, or gang-related material. Students in violation of the dress code will be asked to make appropriate corrections, and subject to discipline if they refuse.

- Student Rights and Responsibilities
- Student Conduct Policy
- District Corrective Actions or Punishment
- Leaving Campus During School Hours
- Bullying and Harassment Policy
- Sexual Harassment Policy
- Teacher Qualifications
- Pesticide Notifications
- Rights in the Administration of Surveys, Analysis or Evaluations

Students Rights and Responsibilities

If a student is accused of misconduct, he/she is entitled to hear or receive a written notice of the allegations against him/her. The student is also entitled to present his/her side of the matter. Students, who are assigned disciplinary action, have the right to appeal the decision. To do so, the student or parents must:

- Submit a request for an informal conference with the principal, within three days to discuss the grievance.
- If the grievance remains unresolved, the student or parent may request a hearing from the superintendent.
- If the grievance is still unresolved, the student or parents may take the case to the school board.

Student Conduct Policy

All students are expected to obey all rules at school, during the school day, as well as during any school activities conducted on or off campus. Special rules are also applicable while riding on a school bus. The following rules of conduct have been adopted by the district and are subject to disciplinary action by the school.

Respect for the Law and the Rights of Others- While in the school, the student shall respect the rights of others. Students who involve themselves in criminal acts on school property, off school property at school-supervised events, or off school property are subject to disciplinary action by the school and prosecution under the law.

Alteration of records- A student who falsifies, alters, destroys a school record any communication between home and school shall be subject to corrective action.

Cheating- Any student who knowingly submits work of others represented as his/her own shall be considered to have cheated. Cheating also includes the aiding and abetting of cheating by others. A student caught cheating shall be subject to corrective action or punishment.

Attendance- A student shall not be absent or tardy from classes without an approved excuse. Such a student shall be subject to corrective action or punishment.

Alcohol, Chemical Substances and Tobacco Products- A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage, illegal chemical substance or opiate, or tobacco product.

Disruptive Conduct

A student shall not intentionally cause a substantial and material disruption of any school operations. Illustrative of the kinds of offenses, including, but not limited to are:

1. Occupying a school building or school grounds in order to deprive others of its use;

2. Blocking the entrance or exit of any school building or room in order to deprive others of passing through;
3. Setting fire to or substantially damaging school property;
4. Using, or threatening to use, firearms, explosives or other weapons on the school premises, including use by an unauthorized student of a personal protection spray device, or use of such device in other than self –defense as defined by state law;
5. Preventing students from attending a class or school activity;
6. Blocking normal pedestrian or vehicular traffic on a school campus;
7. Interfering seriously with the conduct of any class or activity and
8. Gambling or encouraging other students to gamble

Damage or Theft of Property

A student shall not intentionally or with gross carelessness damage school or private property.

Extortion, Assault or Causing Physical Injury

A student shall not extort anything of value, threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person.

Leaving Campus During School Hours

A student shall not leave school campus during the school day unless excused by the school office.

Loitering

A student shall be expected to leave the school campus at the official close of the school day unless permission to do otherwise has been granted.

Vulgar or Lewd Conduct

Any lewd, indecent or obscene act or expression is prohibited.

District Corrective Actions or Punishment

All students shall submit to the reasonable rules of the district. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension or expulsion. Corrective action and /or punishment for misconduct must reflect good faith effort on the part of the staff. For the purposes of the district's policies relating to corrective action or punishment:

1. "Expulsion" is the exclusion from school or individual classes for an indefinite period.
2. "Suspension" is the exclusion from school, or individual classes for a specific period of time, after which the student has a right to return.
 - A suspension is "short term" if it is for a period of 5 consecutive schools days or less. Separate short-term suspensions shall not total more than 10 school days in a semester for any student in grades K-4. Separate short-term suspensions shall not total more than 15 days in a semester for a student in any other grade. Students' grades shall not be affected substantially as a result of a short-term suspension.
 - Suspensions which exceed 10 consecutive school days are long-term suspensions.
3. "Discipline" constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period, including exclusion from any other type of activity conducted by or for the district. Discipline shall not adversely affect specific academic grader, subject, or graduation requirements, so long as all required work is performed.

As a general rule no student shall be suspended for a short or long-term unless other forms of corrective actions or punishment reasonably calculated to modify his or her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature. However, a student may be suspended for exceptional misconduct other than absenteeism, when such misconduct is of frequent occurrence or is serious in nature and/or is disruptive to the operation of the school. The superintendent, following consultation with a representative committee of administrators, staff, parents and/or guardians, and citizens, shall recommend for board approval, the nature and extent of the corrective actions and/or punishments which may be imposed as a consequence of prescribed misconduct. An exception may be granted by an administrator and/or hearing officer when warranted by extenuating circumstances. Suspensions or expulsions shall be used only for instances of serious student misconduct.

Prior to the imposition of a corrective action or punishment upon a special education student, the school principal and special education staff who have knowledge of the student's handicapping condition will determine if there is a casual relationship between the handicapping condition and the misconduct giving rise to the corrective action or punishment. When a relationship is found to exist, special education programming procedures shall be employed.

Once a student is expelled in compliance with district policy, the expulsion shall be brought to the attention of appropriate local and state authorities, including, but not limited to, the local juvenile

authorities acting pursuant to the statutes dealing with the Basic Juvenile Court Act, in order that such authorities may address the student's educational needs.

No student shall be expelled, suspended, or disciplined in any manner for the performance of or failure to perform any act not related to the orderly operation of the school or school sponsored activities or any other aspect of the educational process.

The superintendent shall have the authority to discipline, suspend or expel students. The superintendent shall identify the conditions under which a teacher may exclude a student for all or any portion of a school day and shall also designate which staff have the authority to initiate or to impose discipline, suspensions or expulsions.

The following actions are considered exceptional misconduct for students. Corrective actions will be imposed as a consequence of exceptional misconduct.

- Possessing, selling and/or using alcohol, drugs, illegal chemical substances, or improper use of inhalants or over the counter drugs.
- Threatening or verbal abuse, fighting or fighting words, all forms of harassment or for situations where administrative staff feel there is a threat to staff or students
- Setting fire or damaging school, staff, or other students' property
- Possession and/or using weapons or explosive devices
- Possessing and/or using firearms
- Possessing/using tobacco products
- Disrupting the educational process
- Interference by force or violence
- Theft

Bullying and Harassment Policy

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW .9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidation or Threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act whether or not the impact or results were intended.

Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. In addition, anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized.

Sexual Harassment Policy

The Aberdeen School District is committed to a positive and productive educational environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

- Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

The district will take prompt, equitable and remedial action within its authority on confirmed reports of sexual harassment. Engaging in sexual harassment will result in appropriate discipline and/or other sanctions against the offending person.

Requesting Information about Teacher Qualifications

Parents of students attending a school that receives Title I federal funds under the No Child Left Behind Act, have the right to ask for following information about their child's teacher.

- Whether the teacher is certified in the state of Washington to teach the grades and subjects he/she teaches
- Whether the teacher is teaching under an emergency or other provisional certificate
- The teacher's undergraduate major/minor
- Whether the teacher has an advanced degree and, if so, the subject of the degree; and
- Whether paraprofessionals provide services to your child and, if so, the qualifications of the paraprofessionals.

If you would like to receive any or all of this information, please contact Anna Shanks at 360-538-2003.

Pesticide Notification, Posting and Record Keeping

The district complies with all legal requirements for record keeping regarding the application of pesticides to school grounds or school facilities. This includes creation of an annual summary report of pesticide usage and compliance with state department of agriculture rules regarding

record keeping. These records are available on request by interested persons under the State Public Records Act and other laws.

Definition of Pesticide

A pesticide is defined as:

1. Any substance or mixture of substances intended to prevent, destroy, control, repel, or mitigate any pest.
2. Any substance or mixture of substances intended to be used as a plant regulator, defoliant or desiccant; and
3. Any spray adjuvant, such as a wetting agent, spreading agent, deposit builder, adhesive, emulsifying agent, deflocculating agent, water modifier, or similar agent with or without toxic properties of its own intended to be used with any pesticide as an aid to the application or effect thereof, and sold in a package or container separate from that of the pesticide with which it is to be used.

Use of Pesticide Substances in the District

1. The school district will use the Integrated Pest Management Program to control insects by improving the vitality of the turf and beds to preclude the use of chemicals to deal with infestation.
2. Products used:

Weedar- a 24-D based herbicide, available over the counter at any home and garden supplier, is used to control broadleaf weeds such as dandelion. Application will be once each year while the students are out of school.

Crossbow –is used to control blackberries and salmonberry bushes and is applied primarily in the summer as to lessen exposure.

Roundup- is used to control fence line weeds and for killing any unwanted vegetation. Special care is used to minimize contact with students, staff, or the general public.

Agrilance- is a commercial grade fertilizer used in the ratio of 21-7-14 in the spring and 16-16-16 for fall use.

Capril- is the product name for the lime used for changing the PH of soil to heighten the effectiveness of the fertilizers applied.

Application

Application of herbicides and pesticides will be made only by employees knowledgeable about the use of application and who have been trained in order to be licensed by the state. In the case of any large infestation, the district may contract with commercial applicators.

Notification

At least 48 hours before the application of a pesticide to school facilities or school grounds, the district shall notify parents and staff of the planned application in writing, including the heading, "Notice: Pesticide Application". This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification shall be made prior to the application. The pre-notification is not required in the case of any emergency application of pesticides to a school facility such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

Following the application of a pesticide to school facilities a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, shall include the heading, "Notice" Pesticide Application , and shall state the product name, date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

Following the application of a pesticide to school grounds notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall be at least 4 x 5 inches in size and state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa.). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

Rights in the Administration of Surveys, Analysis or Evaluations

All instructional materials, including supplementary materials and teacher's manuals, used with any survey, analysis or evaluation in a program or project supported by federal funds are available for inspection by parents and guardians.

No student will be required as part of any project or program supported by federal funds to submit to a survey, analysis or evaluation that reveals information concerning:

- A Political affiliations
- B Potentially embarrassing mental or psychological problems
- C Sexual behavior and attitudes
- D Illegal, anti-social self-incriminating or demeaning behavior
- E Critical appraisals of close family members
- F Privileged or similar relationships
- G Religious practices, affiliations or beliefs of the student or student's parent; or
- H Income, or other information necessary to establish eligibility for a program; without the prior consent of adult or emancipated students, or written permission of parents.

The district shall make arrangements to protect student privacy during the administration of surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

Student _____

Date _____

2014-15
Harbor High School
A Title I School-wide Program
Student, Family and School Partnership Agreement

Together we will help our students to become:

- | | |
|---|---|
| <input type="checkbox"/> Effective Planners | <input type="checkbox"/> Responsible Citizens |
| <input type="checkbox"/> Lifelong Learners | <input type="checkbox"/> Successful Workers |

As a school, Harbor High School will:

- Recognize individual learning styles.
- Provide individualized instruction.
- Promote the acquisition of personal management skills, conflict resolution skills, and foster responsible citizenship.
- Promote career development and post high school placements.
- Provide daily feedback on student progress and monthly progress reports to parents.
- Always provide an opportunity for a student to obtain an education.

As a student I will:

- ✓ Focus on my school plan. Meet with my advisor weekly and attend school regularly. Total of 30 hours of educational/instructional activities each week and a minimum of 33 points per week.
- ✓ Help make Harbor High a safe place for everyone. No drugs, alcohol, weapons or harassment.
- ✓ Solve problems in a responsible non-confrontive manner. Speak with respect and kindness.
- ✓ Help others achieve and ask for help when needed.
- ✓ **Follow the school rules. Please note: Once enrolled in Harbor High, visiting other schools during the school day is not permissible unless approved by the school.**

As a family member I will:

- Encourage regular attendance.
- Expect 30 hours of participation each week in educational activities and a minimum of 33 points.
- Attend our school's family activities.
- Support Harbor High's effort to be a safe place for everyone.
- Keep in contact with my child's advisor and review their high school plan/portfolio at Student/Family Conferences.

By working together your child will succeed, graduate and have a plan for the future.

Student

Principal

Family Member

Other

**Harbor High School
Hopkins School Building
A Title 1 / LAP Schoolwide Program**

SCHOOL – FAMILY INVOLVEMENT POLICY

Annual Title Family Meeting

Our annual Title 1 Family Meeting is conducted over the first 2 days at the start of school. Families, students and staff meet individually to share information and determine student plans for the year.

Family Opportunities for Involvement

Our goal is to provide a wide variety of opportunities at different times of the day and year for family involvement. These include but are not limited to:

- Annual Title 1 Family Meetings in September / Open House
- Site Council Meetings (Scheduled twice a month, call for dates)
- High School Student / Family Conferences (4)
- Family Surveys (March Conference)
- Weekly Student Advisory Meetings
- Weekly Progress Reports sent home per request
- COPE (Teen Parent Meetings)
- After School Program (Parents are encouraged to participate, and we are always looking for people with something they think students might be interested in)
- Evening workshops on topics such as FAFSA (Dates TBA)
- Basket Bingo (March 6)
- On-Demand Meetings with Advisor or Principal

Curriculum, Assessment and Proficiency Levels

At the beginning of each school and as new students enroll at Harbor High School; families receive an updated handbook explaining our programs and services. Also, all new students that enroll participate in the following process:

- Student / Family Interview
- Orientation

In the high school program, assessment results are sent home with a letter of explanation in the fall. Results are further explained in the Student / Family Conferences.

School curriculum, programs, services and student standards are regularly discussed at our Site Council Meetings and Student / Family Conferences. Parents/Guardians are encouraged to attend these meetings.

